

**CITY OF SUNRISE
PERSONNEL DEPARTMENT
1300 Sawgrass Corporate Parkway, Suite 100
Sunrise, Florida 33323**



YOUR EMPLOYMENT APPLICATION SHOULD BE FILLED IN AS COMPLETELY AS POSSIBLE. YOU MUST INCLUDE ALL OF THE FOLLOWING INFORMATION:

Your past ten (10) years of employment.

Addresses and telephone numbers of all employers.

Specific job duties for each job on the application (do not write "See Resume").

If you are currently employed, list your reason for seeking a new position under the "Reason for Leaving" section.

How you meet the minimum requirements listed on the job posting. **ALL** of the minimum requirements for a position must be met in order to be considered. Be specific.

Attach a copy of the document(s) showing proof of your highest level of education.

Acceptable documents include: a diploma, transcript or letter from the school you attended showing graduation. You must provide us with copies at the time of application. **NO COPIES WILL BE MADE BY THE PERSONNEL DEPARTMENT.**

Attach copies of any other licenses or certificates required for the position.

**WHAT HAPPENS TO YOUR APPLICATION AFTER IT IS TURNED IN
TO THE PERSONNEL OFFICE?**

The Personnel Department reviews your application to make sure that you meet the minimum requirements listed on the job posting. If you do, a copy of your application is sent to the hiring department. It is up to the hiring department to contact candidates for interviews. Due to the large number of candidates, the City will only be able to notify you if you are considered for further processing.

IMPORTANT NOTICES

Any falsification of information on this application shall be sufficient cause for rejection or dismissal from employment.

As part of our commitment to a Drug and Alcohol Free Workplace, if you are selected for employment with the City, you will be required to submit to a pre-employment drug test. Your refusal to take the test, or failure to pass the test will disqualify you from further consideration for employment.

Under the Americans with Disabilities Act (ADA), the City is required to reasonably accommodate qualified individuals with a disability. The requirement applies to the application process, any pre-employment test, interviews and actual employment (but only if the City knows that an accommodation is needed). If you are disabled and require an accommodation, you may request it at any time by contacting the City of Sunrise Personnel Department at (954) 838-4522. Because some types of accommodations may require preparation, we suggest that you make any requests as early as possible.

**EQUAL OPPORTUNITY EMPLOYER
M/F/D/V**